



# Streamline your renewal process with SwetsWise Subscriptions

## Bulk Renewals in SwetsWise Subscriptions

Swets understands that the annual renewal process can be a time consuming, labour-intensive task for today's librarians and information professionals. SwetsWise Subscriptions' new Bulk Renewal functionality will help to alleviate some of those problems by allowing you to handle your entire renewal process online.

## Simplify your renewal process

This new feature will allow you to handle all of your renewals, using your existing renewal workflows and procedures, in a fraction of the time it would normally take. Not only will it simplify your entire renewal process, but it will also provide you with the information needed to stay in control of the status of all your renewals.

As well as catering for the simple renewal and cancellation of a subscription, this flexible and sophisticated functionality also allows you to view:

- Subscriptions that have a cancellation restriction due to an e-deal you have in place
- Subscriptions that can be upgraded to a superior electronic version
- What upgrade options are available for a particular subscription and how much each upgrade would cost
- What subscriptions require a signed license agreement and what the conditions of those licenses are

## How the functionality works

First, contact your customer service representative and specify when you would like to receive your renewals list. The list will then be automatically created and uploaded into SwetsWise Subscriptions on the chosen date.

## No more paper to sift through

When a list is generated, you will receive an email informing you that it is available online. Once logged in to SwetsWise, you will be able to see all the different lists that have been created for you.

## Subscriptions structured in the way you want

It is possible to have your renewal lists split by one of your reference numbers or by shipping address for example, and SwetsWise Subscriptions will automatically generate the separate lists.

## Integrated into your workflow procedures

You can organize all of your subscriptions into different lists to match your internal requirements and assign specific users to each renewal list, if needed. You can provide these users with as little or as much access to other SwetsWise functionality as you wish.

Additionally, you can assign an approver who must review and approve the decisions made by those users.

If you would rather handle your renewal lists offline, simply download the renewal list from SwetsWise as a CSV file. You can then merge this with other lists, if necessary, and make all the amendments you require. Once finished, simply upload the amended file back into SwetsWise, where all changes will be automatically adjusted.

## All vital information in one screen

In SwetsWise Subscriptions, all the options available for each subscription will be visible on one screen. Depending on the title options available you will be able to:

- Renew the subscription
- Upgrade the subscription to include the electronic format or move completely to an e-only version
- Cancel the subscription – if there are no cancellation restrictions placed on the subscription by the publisher due to an e-deal
- Place the subscription on hold – informing Swets not to do anything with the subscription until further notice

## Keep track of the status of your renewals

The features available in SwetsWise Subscriptions allow you to remain in complete control of your renewals and their status. Within each renewal list you have the ability to see how many subscriptions are set to renew, upgrade, cancel or are still on hold. You will also see how many of the subscriptions in that list have already been sent to Swets for processing.

Taking advantage of this overview will not only enable you to process your renewals more efficiently, but also increase the amount of control you have over the entire process and provide you with a transparent, simple way of minimizing the amount of subscriptions that end up as late renewals.

## Learn More

If you would like to receive more detailed information on the benefits and features of this new functionality, please contact your local representative or visit us today at [www.swetswise.com](http://www.swetswise.com)